

Our Ref: Pur/3:13:3

17.03.2006

Subject : Quotation(s) for the supply of Photocopier Paper A-4 size 75 gsm

Dear Sir(s),

1. Quotations are invited for the supply of the Photocopier paper as per details given below;

Sl. No	Item	Qty
1	Photocopier Paper A-4 size 75 gsm	3500 Reams

2. Rates may be submitted for good quality and reputed brand of Photocopier Paper such as TNPL Century Modi JK, Modi etc alongwith 10 full sheet of each quality of paper which will be compared with the bulk supply regarding colour, surface, texture, thickness etc.

3. The tenderers are required to send their tender alongwith a Demand Draft of Rs. 7000.00 (Rs. Seven thousand Only) drawn in favour of "Bureau of Indian Standards" as Earnest Money, which will be refunded to the unsuccessful tenderers on their written request. Name of the firm, telephone number and name of the item may be written on the reverse of the Demand Draft.

4. The successful tenderers shall have to give security deposit @5% of total amount of the Purchase Order after adjusting the amount of Rs. 7000..00 already deposited alongwith the tender. The security deposit will be refunded after acceptance of the delivery of paper. The payment is normally made within 30 days from the date of submission of the bill after full supply is received and accepted as per approved sample/specification

5. Quotations in a sealed cover super scribed "Quotations for the supply Photocopier Paper should reach the undersigned latest by 1500h on 7.4.2006 which will be opened on the same day at 1530 hrs in the presence of such tenderers or their duly authorized representatives as may care to attend. All quotations shall remain open for acceptance for a period for 30 days from the date of opening of quotation.

6. The Bureau gives first preference in its purchases to goods bearing **ISI Certification Mark.**

7 The delivery of the paper is required within 7 days of issue of purchase order. In case of default a penalty of upto 5% of the value of the order can be imposed. The delivery of the paper will be made at our Paper Store, Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi 110 02. Quotations qualified by such vague and indefinite expressions as: Subject to immediate acceptance". Subject to prior sale" etc., and incomplete quotations is liable to be summarily rejected.

8. The rates quoted shall include all charges, such as, packing and forwarding, Freight insurance, octroi, etc.

9. If the rates quoted do not include VAT or other any taxes charges, the same should be specifically state. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same shall be entertained.

10. All goods shall be received subject to approval on inspection. The decision of our Inspecting Officer shall be binding. Rejected items/goods/stores shall be removed by the supplier at his own cost and risk, within 30 days of issue of notice for the removal of such goods, and no liability whatsoever, on the Bureau shall be attached for the rejected/disapproved goods/items/stores.

11. This Bureau reserves the right of accepting the whole or any part of the quotations or portion of the quantity offered and the successful tenderer shall supply the same at the rate quoted.

12. The Bureau reserves the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever.

13. The Bureau takes no responsibility for delay, loss or non-receipt of quotations after dispatch.

14. In case of non-compliance with the contract, the Bureau reserves its right to cancel/rescind/revoke the order.

Yours faithfully

(Paramjit Singh)
Section Officer (Purchase)

